

Hollie Berry
Mayor

City of Red Bank
BOARD OF COMMISSIONERS MEETING

Martin Granum
City Manager

Agenda
January 4, 2022
6:00 p.m.

- I. **Call to Order – Mayor Hollie Berry**
- II. **Roll Call – City Recorder**

Mayor Hollie Berry _____ Vice Mayor Stefanie Dalton _____, Commissioner Ruth Jeno _____,
Commissioner Ed LeCompte _____ Commissioner Pete Phillips _____
- III. **Invocation – moment of silence**
- IV. **Pledge of Allegiance – City Manager**
- V. **Consideration of the Minutes for approval or correction:**
 - A. **December 21, 2021 Work Session**
 - B. **December 21, 2021 Commission Meeting**
- VI. **Communication from the Mayor**
- VII. **Commissioner's Report**
 - A. **Vice Mayor Stefanie Dalton**
 - B. **Commissioner Ruth Jeno**
 - C. **Commissioner Ed LeCompte**
 - D. **Commissioner Pete Phillips**
- VIII. **City Manager Report**
- IX. **Unfinished Business**
 - A) **ORDINANCE NO. 21-1203 AN ORDINANCE OF THE CITY OF RED BANK, TENNESSEE, TO AMEND FISCAL YEAR 2022 OPERATING BUDGET TO PROVIDE FOR AN INCREASE IN THE AMOUNT OF TERM LIFE INSURANCE PROVIDED AS A BENEFIT FOR FULL-TIME EMPLOYEES (second and final reading)**
- X. **New Business**
NONE
- XI. **Citizen Comments from Red Bank Citizens on Items not on the Agenda (3 minute limit)**
- XII. **Adjournment**

"Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission and do not necessarily represent the religious beliefs or views of the Commission in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Commission."

City of Red Bank

Hollie Berry
Mayor

Martin Granum
City Manager

COMMISSIONERS AGENDA WORK SESSION

Minutes
December 21, 2021
5:00 p.m.

The City Commission of the City of Red Bank, Tennessee met in a public and duly advertised Agenda Work Session on December 21, 2021 at 5:00 p.m. at the Commission Chambers located at 3117 Dayton Boulevard. The date, time and location of the meeting was advertised in the Chattanooga Times Free Press, on the City's Facebook page and on the City of Red Bank website together with instructions and an internet link to enable virtual attendance by the public. The purpose of the meeting was to receive information on and discuss upcoming business items. Those in attendance were Mayor Hollie Berry, Vice Mayor Stefanie Dalton, Commissioner Ruth Jenó and Commissioner Pete Phillips. Commissioner Ed LeCompte was unable to attend. Also present were City Attorney Arnold Stulce, Jr., City Manager Martin Granum, Fire Chief Brent Sylar, Police Chief Dan Seymour, Public Works Director Greg Tate, Finance Director John Alexander and City Recorder Tracey Perry and those listed on Exhibit A.

- I. Agreement with Volunteer Highway Supply RES NO. 21-1448
Public Works Director Tate explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize an agreement with Volunteer Highway Supply Company to complete miscellaneous street repairs in the amount of \$15,000.00.
- II. Contract with Nabco Electric Co RES NO. 21-1449
Public Works Director Tate explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize a contract in the amount of \$1,267,684.13 with Nabco Electric Company to complete a TDOT Project to improve and replace signalization at various intersections along Dayton Boulevard and Morrison Springs Road.
- III. Appalachia HIDTA Subaward Agreement RES NO. 21-1450
Police Chief Seymour explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize the City to accept a \$19,000.00 grant for salary reimbursement for certain investigations for certain drug and narcotics interdiction cooperative efforts with federal, state and other local police agencies.
- IV. Contract with Blue Line Solutions RES NO. 21-1451
Police Chief Seymour explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize a contract in the amount of \$39,326.05 with Blue Line Solutions to complete the up-fitting of 4 new police vehicles.
- V. Presentation by Trust for Public Land (TPL) – David Johnson
David Johnson was present and gave a brief presentation explaining what TPL has done and intends to do at Stringer's Ridge in Red Bank and other potential sites, as outlined in Exhibit A.
- VI. Agreement with Trust for Public Land (TPL) RES NO. 21-1452

City Manager Granum explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize the City to allow TPL and agents access to City owned property to complete the next phase of the Stringer's Ridge / White Oak Park Connector.

- VII. Digital Transformation – brief preview – Martin Granum
City Manager Granum introduced the City's plan to move into a paperless environment, as outlined in Exhibit A.
- VIII. Facilities Use License Agreement with the RB Boxing Club RES NO. 21-1453
Public Works Director Tate explained the intent of the Resolution that will be presented at the regular Commission Meeting i.e. to authorize the City to enter into a facilities use license agreement with the Red Bank Boxing Club to operate a youth boxing training and competition program.
- IX. Increase Employee Life Insurance to \$50,000 ORD No. 21-1203
Finance Director Alexander and City Recorder Perry gave a brief presentation on the City's plan to increase the full time employee benefit of term Life Insurance from \$10,000.00 to \$50,000.00.
- X. Jubilee tentatively scheduled for May 7, 2022 – Martin Granum
City Manager Granum gave a brief description of the City's intent to plan and host the 2022 Jubilee and Festival on the first Saturday in May (May 7, 2022). The Citizen Committee that planned the 2021 Christmas Parade and Festival will also take on the Jubilee plans.
- XI. Any other business to discuss
NONE.

The meeting was adjourned at 5:53 p.m.

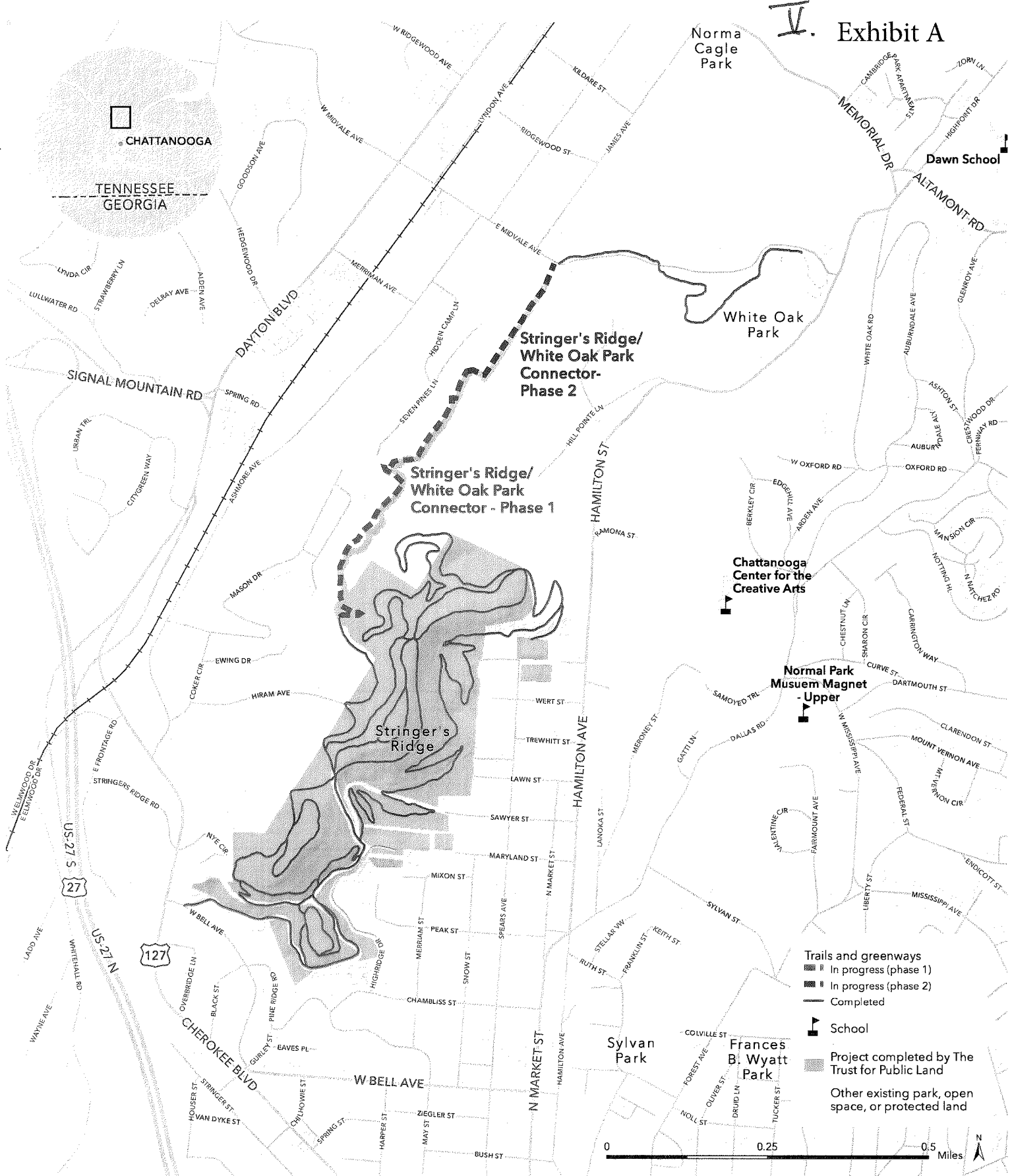
Mayor Hollie Berry

(Date)

City Recorder Tracey Perry

(Date)

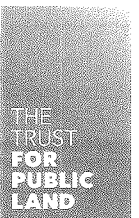
V. Exhibit A



Stringer's Ridge/White Oak Park Connector

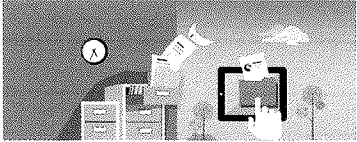
CHATTANOOGA, TENNESSEE

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Digital Transformation of the City of Red Bank

Martin Granum



Definition

Digital transformation is the integration of digital technology into all areas of an organization, fundamentally changing how you operate and deliver value. It's also a cultural change that requires organizations to continually challenge the status quo, experiment, and innovate.

Where we are today?

+ Paper heavy	+ Internal processes with many extra manual steps
+ No online forms	+ No spillover benefits to other processes
+ Manual workflow	+ Business tax forms filled at City Hall and payment made in person during business hours
+ Manual processes that are time consuming	
+ Approvals take days/weeks	

Tomorrow?

- Move from paper heavy to digital
- Eliminate need for customers to be in-person
- Create online forms for the public to access when/where they like
- Payments taken online
- Automate workflow for more efficient back-office operations
- Shorten approval time
- Faster service delivery

How will this help Red Bank?

- Digitally enhanced public service... fast, easy, accurate & secure service delivery
- Fulfill daily needs of citizens
- Improved access to city services
- Store records electronically to save space and facilitate access to information
- Solution will meet needs of multiple Departments

Next steps

- Utilize existing staff and vendor relationships initially
- Crawl before we walk
- Focus on one process to automate initially
- Business License Application process
- On the staff side: small, highly capable and willing team to blaze the trail
- Triple bottom line:
 - Improves access and service quality of public services
 - Has spillover benefits to other business lines
 - More efficient service delivery
- Several months to see how this unfolds before we consider the next business line to automate
- In the coming year, develop a strategic roadmap for digital transformation across Red Bank's organizational processes and services

BOARD OF COMMISSIONERS MEETING

Minutes
December 21, 2021
6:00 p.m.

The City Commission of the City of Red Bank, Tennessee met, in regular and duly advertised session, at the Commission Chambers located at 3117 Dayton Boulevard. Notice of the meeting and instructions for virtually monitoring same was duly advertised in the Chattanooga Times Free Press and by posting on the City's website and Facebook page and by posting written notice of same on the front door of City Hall.

- I. **Call to Order** – Mayor Hollie Berry called the meeting to order at 6:00 p.m.
- II. **Roll Call** – City Recorder Tracey Perry called the roll. Mayor Berry, Vice Mayor Stefanie Dalton, Commissioner Ruth Jenó and Commissioner Pete Phillips were present. Commissioner Ed LeCompte was unable to attend. Also present was City Attorney Arnold Stulce, Jr.; City Manager Martin Granum; Fire Chief Brent Sylar; Police Chief Dan Seymour; Finance Director John Alexander; Public Works Director Greg Tate; City Recorder Tracey Perry and those listed on Exhibit A.
- III. **Invocation** – Don Ferguson, White Oak Baptist Church
- IV. **Pledge of Allegiance** – City Manager Granum
- V. **Consideration of the Minutes for approval or correction:**
 - A. **December 7, 2021 Agenda Work Session**

Commissioner Jenó made a motion to approve as written, seconded by Vice Mayor Dalton.
Motion carried with all present Commissioners voting "yes".
 - B. **December 7, 2021 Commission Meeting**

Commissioner Jenó made a motion to approve as written, seconded by Commissioner Phillips.
Motion carried with all present Commissioners voting "yes".
- VI. **Communication from the Mayor**
 - Was in attendance last week at the Red Bank Fire Department Awards breakfast. 221 years of service was recognized.
 - Also attended a dinner at the Red Bank Police Department. 145 years of service was recognized.
 - Also attended the City Employee holiday lunch.
 - Thanks to the Chattanooga Breakfast Rotary Club for inviting her and the City Manager to their meeting. There was a joint presentation about the structure of the City and an update on the past year's accomplishments.
 - The next Red Bank Food Pantry will be Thursday January 6, 2022 from 4:30-6 PM at the Red Bank United Methodist Church.
 - Wished everyone happy holidays.
- VII. **Commissioner's Report**
 - A. **Vice Mayor Stefanie Dalton**
 - Thanks for including us in the Red Bank Fire Department Awards Breakfast.
 - Thanks for including us in the Red Bank Police Department and City Employee holiday parties.
 - Recently toured Rivermont Elementary with Mayor Berry.
 - Encouraged advocating for more funding, resources and support for our schools.
 - Big thanks to Food City for their \$5000.00 donation to the Northside Neighborhood House to provide for holiday meals to our neighbors in need.

- Congratulations to Red Bank resident artist, Mia Bergeron, for her feature on the cover of "American Art Collector" magazine.
- Congratulations to the Red Bank Middle School basketball teams – boys earned 2nd place in the division and many athletes on the boys and girls teams were recognized as All County Athletes and All Tournament Athletes.
- Congratulations to Leah Broersma, a Special Needs Pre-K teacher at Rivermont Elementary, for her recent Golden Apple Award.
- Happy holidays to all.

B. Commissioner Ruth Jenó

- Thanks to all the departments for all the holiday parties.
- Merry Christmas.

C. Commissioner Ed LeCompte

Absent.

D. Commissioner Pete Phillips

- Thanks to everyone for coming out.
- Thanks to all City departments for all the hard work this year.
- We had a great audit report.
- Excited to get moving on the Jubilee, currently planned for early May 2022.
- Merry Christmas and Happy New Year.

VIII. City Manager Report

- Thanks to the Commission for its support of the City staff.
- Unfortunately, the City was not awarded the Blue Cross Blue Shield Healthy Places Grant that was applied for.

IX. Unfinished Business

None.

X. New Business

A) RESOLUTION NO. 21-1448 A RESOLUTION AUTHORIZING AN AGREEMENT WITH VOLUNTEER HIGHWAY SUPPLY COMPANY, IN AN AMOUNT NOT TO EXCEED \$15,000.00, FOR MISCELLANEOUS STREET REPAIRS

Mayor Berry read the caption and called the matter for action. Public Works Director Tate stated the intent of the Resolution, i.e. to authorize a contract with Volunteer Highway Supply Company for miscellaneous street repairs. Vice Mayor Dalton made a motion to approve, seconded by Commissioner Phillips. Some discussion. No citizen comments. Resolution No. 21-1448 was approved with all present Commissioners voting "yes".

B) RESOLUTION NO. 21-1449 A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE CITY OF RED BANK, TENNESSEE AUTHORIZING A CONTRACT WITH NABCO ELECTRIC CO., INC IN THE AMOUNT OF \$1,267,684.13 FOR THE SIGNALIZATION IMPROVEMENTS AT VARIOUS INTERSECTIONS ALONG DAYTON BOULEVARD AND MORRISON SPRINGS RD

Mayor Berry read the caption and called the matter for action. Public Works Director Tate stated the intent of the Resolution, i.e. authorize a contract with Nabco Electric Company for the signalization improvements at various intersections along Dayton Boulevard and Morrison Springs Road. Commissioner Phillips made a motion to approve, seconded by Commissioner Jenó. Some discussion. No citizen comments. Resolution no. 21-1449 was approved with all present Commissioners voting "yes".

C) RESOLUTION NO. 21-1450 RESOLUTION OF THE CITY OF RED BANK, TENNESSEE, TO AUTHORIZE AN AGREEMENT BETWEEN THE CITY OF RED BANK AND THE FINANCIAL

COMMISSION FOR APPALACHIA HIGH INTENSITY DRUG TRAFFICKING AREAS (HIDTA) PROGRAM GRANT , TOTALING \$19,000.00 FOR THE POLICE DEPARTMENT

Mayor Berry read the caption and called the matter for action. Police Chief Seymour stated the intent of the Resolution, i.e. to authorize a recurring annual agreement between HIDTA and the Red Bank Police Department for cooperative efforts in combatting drug trafficking. Commissioner Jeno made a motion to approve, seconded by Vice Mayor Dalton. No discussion. No citizen comments. Resolution No. 21-1450 was approved with all present Commissioners voting "yes".

D) RESOLUTION NO. 21-1451 A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE CITY OF RED BANK, TENNESSEE AUTHORIZING A CONTRACT WITH BLUE LINE SOLUTIONS LLC IN THE AMOUNT OF \$39,326.05 FOR THE EQUIPMENT AND INSTALLATION OF EMERGENCY AND OTHER POLICE EQUIPMENT

Mayor Berry read the caption and called the matter for action. Police Chief Seymour stated the intent of the Resolution, i.e. to authorize a contract with Blue Line Solutions for the equipment and installation of emergency and other police equipment on recently acquired police vehicles. Commissioner Jeno made a motion to approve, seconded by Commissioner Phillips. No discussion. No citizen comments. Resolution No. 21-1451 was approved with all present Commissioners voting "yes".

E) RESOLUTION NO. 21-1452 A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A LICENSE AGREEMENT WITH THE TRUST FOR PUBLIC LAND (TPL) ALLOWING TPL AND TPL'S AGENTS, CONTRACTORS AND REPRESENTATIVES TO ENTER ONTO THE PROPERTY FOR THE DESIGN, PREPARATION, CLEARING AND CONSTRUCTION OF THE WHITE OAK PARK CONNECTOR

Mayor Berry read the caption and called the matter for action and stated the intent of the Resolution, i.e. to authorize a license agreement with TPL allowing their agents, contractors and representatives to enter onto City owned property for the design, preparation, clearing and construction of the White Oak Park Connector Trail. Vice Mayor Dalton made a motion to approve, seconded by Mayor Berry. No discussion. Citizen Lucritia Cook, 2619 Berkley Drive, inquired on the project and was informed of such. Resolution No. 21-1452 was approved with all present Commissioners voting "yes".

F) RESOLUTION NO. 21-1453 A RESOLUTION AUTHORIZONG THE MAYOR TO SIGN A FACILITIES USE LICENSE AGREEMENT WITH THE RED BANK BOXING CLUB, INC.

Mayor Berry called the matter for action. Public Works Director Tate stated the intent of the Resolution, i.e. to authorize the mayor to sign a facilities use license agreement with the Red Bank Boxing Club to promote youth oriented boxing training and competition. Commissioner Jeno made a motion to approve, seconded by Vice Mayor Dalton. Some discussion. No citizen comments.

Resolution No. 21-1453 was approved with all present Commissioners voting "yes".

G) ORDINANCE NO. 21-1203 AN ORDINANCE OF THE CITY OF RED BANK, TENNESSEE, TO AMEND FISCAL YEAR 2022 OPERATING BUDGET TO PROVIDE FOR AN INCREASE IN THE AMOUNT OF TERM LIFE INSURANCE PROVIDED AS A BENEFIT FOR FULL-TIME EMPLOYEES (first reading)

Mayor Berry read the caption and called the matter for action. Finance Director Alexander stated the intent of the Ordinance, i.e. to amend the FY 2022 Operation Budget to provide for an increase in the amount of term life insurance provided as a benefit for full-time employees from \$10,000.00 to \$50,000.00. Vice Mayor Dalton made a motion to approve, seconded by Commissioner Jeno. Some discussion. No citizen comments. Roll Call Vote: Mayor Berry "yes", Vice Mayor Dalton "yes", Commissioner Jeno "yes", Commissioner Phillips "yes". Commissioner LeCompte was absent. Ordinance No. 21-1203 was approved on first reading.

**XI. Citizen Comments from Red Bank Citizens on Items not on the Agenda
(3 minute limit)**

Wade Cook, 2619 Berkley Dr – thanked the Commission for considering the Pickleball Courts with the BCBS grant and asked that they consider removing the (TDOT mandated) construction sign at Newberry St and Dayton Blvd.

Don McKenzie, 110 Brentwood Dr – requested that the public be provided with a method to access hand-outs given to Commissioners at meetings; appreciates the work by TPL at White Oak Park and suggested investigating the possibility of acquiring land from TAWC to connect Norma Cagle Fields to the trail system; requested improvements to the City's remote audio/visual quality for Commission meetings

XIII. Adjournment

A motion to adjourn was made by Commissioner Jeno, seconded by Vice Mayor Dalton. Motion carried with all present Commissioners voting "yes". The meeting was adjourned at 6:39 p.m.

Mayor Hollie Berry

Date

City Recorder Tracey Perry

Date

ORDINANCE NO. 21-1203

AN ORDINANCE OF THE CITY OF RED BANK, TENNESSEE, TO AMEND FISCAL YEAR 2022 OPERATING BUDGET TO PROVIDE FOR AN INCREASE IN THE AMOUNT OF TERM LIFE INSURANCE PROVIDED AS A BENEFIT FOR FULL-TIME EMPLOYEES

WHEREAS, the City of Red Bank, Board of Commissioners approved Ordinance No. 21-1194 setting and fixing the Fiscal Year 2022 Operating Budget; and

WHEREAS, the City of Red Bank currently offers City funded Life Insurance Policies in the amount of \$10,000.00 to all full-time employees; and

WHEREAS, the City of Red Bank's current insurance carrier, The Guardian Life Insurance Company of America, has responded to a Request for Proposal to increase Life Insurance coverage for full-time employees from \$10,000.00 with a total cost per year of \$3,617.28, i.e. \$50.94 per employee, to \$50,000.00 with a total cost per year of \$16,097.28, i.e. \$226.72 per employee; and

WHEREAS, the City of Red Bank wishes to offer City funded Term Life Insurance Policies in the amount of \$50,000.00 to all full-time employees; and

WHEREAS, the 2022 Operating Budget, as approved, did not include full-time employee life insurance increases; and

WHEREAS, after due consideration of available funding and fiscal impact, the City Commission desires to amend the FY 2022 Operating Budget to include expenditure of funds sufficient to provide all full-time employees with a Term Life Insurance Policy with death benefit of \$50,000.00; and

WHEREAS, the increased benefit shall be effective for all City of Red Bank full-time employees who are currently employed by the City as of the date of passage of this Ordinance on second and final reading.

NOW, THEREFORE BE IT ORDAINED by the Commission of the City of Red Bank Tennessee, as follows:

SECTION 1. That the 2022 Fiscal Year Operating Budget is hereby amended to include funding as provided:

GENERAL FUND

REVENUE

Fund Balance	<u>\$12,480.00</u>
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TOTAL REVENUE	<u>\$12,480.00</u>
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EXPENDITURES

General Fund 110-41590-145	\$11,722.57
Storm Water 413-52100-145	\$ 351.56
Solid Waste 131-43230-145	\$ 1,230.09
Recycling 131-43280-145	\$ 175.78

TOTAL EXPENDITURES	<u>\$12,480.00</u>
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SECTION 2. This Ordinance shall take effect upon the date of its passage upon second and final reading and the City Manager shall take such actions as are necessary and appropriate to carry out the intent of this Ordinance and to contract with The Guardian Life Insurance Company of America to implement the increase in the amount of the Term Life Insurance coverage for all full-time employees referenced herein, the welfare of the citizens of the City of Red Bank requiring it.

Mayor Hollie Berry (date)

City Recorder Tracey Perry (date)

December 21, 2021
PASSED ON FIRST READING

PASSED ON SECOND AND FINAL READING

APPROVED AS TO FORM:

City Attorney Arnold Stulce, Jr.